

THURSTON REGIONAL PLANNING COUNCIL
UNIFIED PLANNING WORK PROGRAM
YEAR-END ANNUAL REPORT

STATE FISCAL YEAR 2002

(July 1, 2001 to June 30, 2002)

July 2002

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STATE FISCAL YEAR 2002 UNIFIED PLANNING WORK PROGRAM
THURSTON REGIONAL PLANNING COUNCIL

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SHORT RANGE PLANNING (350)

Purpose

Thurston Regional Planning Council has a responsibility to fulfill various state and federal requirements in support of regional and local projects. Short range planning functions are those which address near-term needs or requirements.

Core Functions

Regional Transportation Improvement Program

- Developed the 2002-2004 Regional Transportation Improvement Program (RTIP), including integration of projects into the RTIP needed to implement paratransit and key station plans, transit, inter-city network, and inter-city rail, consistent with the Americans with Disabilities Act (ADA) and Title VI of the Civil Rights Act.
- Conducted three amendments to the 2002-2004 RTIP
 - Inclusion of two projects awarded regional Surface Transportation Program funds through TRPC's priority project selection process, including Yelm Community Services (vans for Rural Mobility Transportation Program) and WSDOT Olympic Region ('Capitol to Capitol Trail' construction – McLane Elementary School link)
 - Rescind award of regional STP funds originally awarded to city of Olympia for the Decatur Street connection, and reprogram those funds on Olympia's 18th Avenue Corridor Improvement project.
 - Include award of regional STP funds to TRPC's on-going regional transportation planning program for SFY 2003.

Programming of Regional Surface Transportation Program Funds

- Concluded the CY 2001 selection of priority transportation projects for funding with Regional Surface Transportation Program funds, and programmed those projects into the 2002-2004 Regional Transportation Improvement Program. A total of \$8.5 million was awarded to 23 projects throughout the region as a result of two separate calls for projects. This included on-going support for the region's Rural Community Support Program, ensuring the region's smallest communities are able to benefit from STP funds.
- Developed and implemented a special component of the regional STP selection process for non-traditional transportation partners. This component awarded \$375,000 to priority transportation projects submitted by non-profit agencies, social service organizations, and school districts. The smallest of these was an award of \$9,000 to the Capital High School Environmental Club, with a proposal to install covered, secure bike lockers at the high school. This project was made possible through partnership with the city of Olympia, which exchanged the federal award with local funds. The project was completed even before the interlocal agreement between Olympia and the School District was executed.

Compliance with GMA Consistency Requirements

- Participated in the review of amendments to local Comprehensive Plans to ensure consistency compliance with WA State Growth Management requirements.
- Developed draft policy language addressing requirements of local agencies in implementing the “Level of Service” bill (SHB 1487) and reviewed and refined the language with WSDOT. Developed Comp Plan amendments for every jurisdiction in the region using this language and maps in for inclusion in local Comp Plans through these amendment processes. The Thurston region is fully compliant with requirements of this legislation.
- Attended the Office of Community Development work shop on GMA compliance and concurrency.

Maintenance of Federal Functional Classification System

- Worked with local agencies, WSDOT, and FHWA to identify and assess inconsistencies in state reporting system for Federal Functional Classification, and to amend the system to reflect current regional conditions. Facilitated the amendment process for local agencies and the state by developing a single regional amendment consistent with state data base needs and reporting requirements. Spent nine months working with WSDOT staff trying to determine exactly what was needed to complete the amendment process and supplying extra sets of maps, data, and reports. The amendment, submitted to WSDOT in August 2001, was completed in June 2002.

Travel Demand Management

- Provided data and support to jurisdictions and organizations in implementing Travel Demand Management and Commute Trip Reduction programs. This included participation in a major overhaul of the regional CTR program to better leverage investments in this program.
- Participated on the city of Olympia’s Ad Hoc TDM Advisory Committee to evaluate issues and opportunities associated with downtown parking.
- Coordinated with the TDM Office of WSDOT on statewide CTR/TDM planning, strategies, benchmarks, and outcomes.
- Participated on the advisory body for Climate Solution’s “Smart Moves in Thurston County Schools” TDM program.

WSDOT Efforts in Public Transportation

- Participated with WSDOT in planning activities specific to public transportation, including the ACCT Grant Manager’s Forum, and the annual Report to the Legislature.
- Attended WSDOT’s Public Transportation and Rail Conference.

Regional Efforts in Public Transportation

- Coordinated with Intercity Transit and other providers in support of local public transportation and other non-emergency transportation services for people with special needs. This included participation on the Transportation for People with Developmental Disabilities local workgroup, and the Senior Transportation local work group. It also

entailed successful application for Year 2 funds for the three regional JARC projects developed by TRPC the previous year, as well as convening the partners in an effort to secure Year 3 funds. TRPC also provided contract management for the Nisqually Indian Tribe's "Tribal Transportation Project," one of the JARC grant recipients. TRPC is actively engaged in implementation of an on-going strategy to identify WorkFirst/low income clients, job locations and availability, current transportation services, gaps in the services, and proposed solutions for closing the gaps. Two of the communities served by this effort are the Nisqually and Chehalis tribal communities.

- Conducted (8) meetings for transportation service providers through the Thurston County Human Services Forum. The Forum works towards implementation of the "Area-Wide Job Access and Reverse Commute Transportation Plan for Thurston County," as well as addressing transportation issues related to homeless or otherwise economically disenfranchised populations. During SFY 2002 the Forum established an inventory of transportation services throughout the region, tackled issues such as problems with Medicaid-funded transportation, explored grant opportunities, and developed a demonstration project that will partner the Area Agency on Aging, Headstart, and Intercity Transit in an effort to maximize use of existing resources to better meet the incremental mobility needs of specific populations.
- Attended Federal Transit Administration grant workshops to better support local organizations and agencies seeking grants.
- Maintained on-going intercounty relationships with Mason, Grays Harbor, Pierce, and Lewis Counties to promote coordinated transportation services for special needs populations.
- Participated in monthly coordination meetings with Intercity Transit staff to stay updated on pending issues and opportunities.

Legislative Activities

- Monitored and responded to state and federal legislative activities and requests. To support state and federal legislators, TRPC developed an information packet providing background, issues, and requested action specific to regional transportation issues. Staff responded to questions from state legislators and their aides during the session. Participated in (10) individual briefings with state legislators.
- Met with legislative aides for Senators Murray and Cantwell, and Representative Baird, in response to questions and information needs associated with the region's "Bridging the Gap" transportation project.
- Provided support to city of Yelm in its efforts to get a federal appropriation for the Y2 – Y3 bypass, a significant regional corridor.
- Monitored and responded to TEA21 reauthorization efforts on the part of state and federal agencies, and participated in AMPO strategy development and implementation efforts.
- Participated in a Volpe Center interview intended to gather information regarding maintenance and operations at the regional level to inform federal legislative discussions.

Committee Participation

- Participated on the Pacific Northwest Rail Corridor advisory committee, the Area Council on Coordinated Transportation, the Washington State Ridesharing Organization; and the CTR Task Force.

Federal Environmental Regulations

- Monitored FHWA and FTA environmental regulations to be able to comply with new MPO responsibilities resulting from final legislation.
- Continued to monitor development of federal and state guidelines associated with the endangered species status of salmon. Began scoping various regional approaches to doing a programmatic EIS for smaller-scale projects within affected watershed basins.

Work Tasks

In addition to its core functions, TRPC:

- Expanded its public outreach efforts by updating and enhancing its web site and internet tools;
- Responded to public inquiries from community groups, citizen activists, students, and the media;
- Promoted inter-regional coordination with other communities, including Puget Sound Regional Council, the MPO/RTPO Coordination Committee, and the Cascadia Transportation and Trade Task Force;
- Promoted intra-regional coordination, including organization of a “Bridging the Gap” regional strategy group to identify issues and opportunities the project poses for Thurston County, Lacey, Olympia, and WSDOT;
- Responded to emerging issues like boundary service area changes for Intercity Transit, and abandonment of the Lake St. Clair rail line by Burlington Northern Santa Fe;
- Solicited supplemental grant funding to augment existing agency resources; and
- Provided grant support to member jurisdictions and tribal governments seeking Job Access and Reverse Commute (JARC) grants, and other WSDOT and TIB grants.

Work Products

Work products included:

1. 2002-2004 Regional Transportation Improvement Program, and three amendments;
2. Prioritized list of 23 projects to be funded with regional Surface Transportation Program funds;
3. Contract administration for the “Tribal Transportation Program” funded through the Job Access and Reverse Commute program;
4. Amendments to the Federal Functional Classification System;
5. Transportation issues packets for state and federal legislative representatives;
6. Annual MPO self-certification statement;
7. Annual Intercity Transit certification of Private enterprise participation and Financial

- Capacity of Transit Operator;
8. Memoranda and correspondence regarding Intercity Transit's short range planning efforts, in particular as they related to the Public Transportation Improvement Conference, boundary reduction efforts, and Transit Development Plan;
 9. On-going consistency certification of transportation plans and projects from the local jurisdictions with the Regional Transportation Plan and the State Growth Management Act;
 10. Web-based publications specific to transportation;
 11. "Planning to Stay" transportation and land use forum, and supporting materials;
 12. Documentation of public meetings and events;
 13. Ongoing public record of inquiries and issues specific to regional transportation;
 14. Memoranda and other correspondence in response to emerging issues for the region including environmental and clean air planning; TEA-21 implementation; rail; freight; and statewide transportation finance.

Incurred Cost and Funding Sources – Short Range Planning

| | |
|---|----------------|
| FHWA/FTA/WSDOT | \$24,280 |
| TRPC Match for FHWA/FTA/WSDOT Funds | 4,309 |
| State RTPO Funds | 5,296 |
| Regional STP Funds for UPWP Support | 59,750 |
| TRPC Match for STP Funds | 9,325 |
| Funding Support for Short Range Planning Element | 102,960 |

Note: Short range funding was augmented by a federal 'Job Access and Reverse Commute' grant and a state 'WorkFirst' grant to support work in the area of special needs transportation.

LONG RANGE PLANNING (351)

Purpose

Thurston Regional Planning Council is responsible for developing and coordinating implementation of a long-range regional transportation strategy. Long-range planning functions support or refine issues identified in that 20+ year strategy.

Core Functions

Regional Transportation Planning

- Began the review and update of the long-range Regional Transportation Plan (RTP) to ensure it adequately supports an integrated multi-modal transportation system providing for the safe, efficient movement of people and goods, consistent with currently adopted population and employment forecasts. These efforts included:
 - Development of a “Transportation Modeling for Policy Makers” curriculum and materials, including five 45-minute work sessions. The purpose of this effort is to increase policy maker understanding of how to use the model as a tool and to empower them to play a more active role in the definition of alternatives and interpretation of results.
 - Developed and conducted ‘retrospective’ presentations on the Regional Transportation Plan and planning process, its history and use in the Thurston Region, goals and accomplishments, and relationships to other local, regional, state, and federal functions. The retrospective spanned the years 1954 through 1998.
 - Reviewed and began refinement of the cost estimation tools used to establish generic cost estimates for RTP project evaluation and financial analysis.
 - Began development of long-range costs for functional Plan elements like safety, preservation and maintenance, efficiency, and bicycle/pedestrian projects.
 - Began assessment of ‘projected’ costs and revenues established for the 1998 RTP update compared to ‘actual’ costs and revenues since that time.
 - Began exploring appropriate and constructive ways to address changes in Intercity Transit service area and levels of service in the context of the long-range transportation plan.
 - Began evaluating and defining effective performance measures for use in evaluating investments, accomplishments, opportunities, overall operations, and integration with land use.
 - Reviewed and refined the long-range transportation vision, and its supporting principles and values.
 - Developed preliminary draft refinements of the RTP goals and policies.
- Worked with WSDOT to identify issues and opportunities associated with state plans for expanding Amtrak service, and its impacts on the region’s Centennial Station. This included briefings to the Transportation Policy Board, and a regional forum.

- Developed a scope of work and implementation strategy for completing a region-wide freight needs analysis as funding becomes available. This has been an unfunded regional priority for several years. The scope of work and strategy will enable the region to proceed in incremental steps, even without additional funding.
- Compiled a list of all project accomplishments since completion of the 1993 RTP, including funding sources, project status, and impacts on the regional transportation network.
- Participated in a state-sponsored Context Sensitive Design work shop.

Regional Transportation Revenue Forecasts

- Continued to collect data from WSDOT and develop annual revenue forecasts to ensure that RTP strategies are financially feasible based on funding that is reasonably expected to be available for Plan implementation. Annual data is used in development of the Regional Transportation Improvement Program. Began evaluating and refining the tools used to develop long-range forecasts appropriate for use in financially constraining the 20-year Regional Transportation Plan.

Regional Transportation Funding Strategy

- Pursued select priority issues identified in 1999-2000 during development of a regional transportation funding strategy. The focus of efforts in SFY 2002 was an assessment of Intercity Transit funding issues and opportunities. Regional policy makers worked closely with the Intercity Transit Authority and provided input to Authority's decision-making process that culminated in a Public Transportation Improvement Conference, a reduction in the service area boundary, and a pending vote on an increase in retail sales tax to support regional transit services.

Transportation and Land Use Integration

- Reviewed transportation and land use planning practices and policies for their effectiveness in promoting state and federal livable communities initiatives. Results of this work provided much of the foundation for TRPC's "Planning to Stay" forum, described below. Additional analysis will serve as background for the follow-up regional land use forum, scheduled for October 2002.
- Convened a region-wide policy maker forum ("Planning to Stay – Ten Years of Integrating Transportation and Land Use in the Thurston Region") in November 2001 as an opportunity to review goals and accomplishments in meeting GMA requirements.
- Began scoping the follow-up to "Planning to Stay," which, at the TPB policy makers' request, will focus on land use. Initial efforts suggest that this will concentrate on the implementation of local land use plans and the cumulative impact of those local implementation efforts on the regional transportation system. Issues and opportunities generated by this forum will be used to shape the update of the regional transportation plan and may also inform the local Comprehensive Plan updates that will be initiated in CY 2003.

Washington Transportation Plan

- Coordinated with WSDOT in its development of the Washington Transportation Plan to ensure integration of local, regional, and state plans. In SFY 2002, this included briefings with the region's policy makers, and review and comment of the draft plan.

Corridor Analysis

- Began exploring ways of using corridor level analysis to augment traditional use of V/C ratio in evaluating performance of the region's transportation system. Early findings suggest that for select regional transportation corridors, delay methodologies appropriate to the Thurston region may provide additional opportunities for assessing issues and the impacts of proposed solutions.
- Developed a preliminary scope for moving the FAR Corridor (Freight Access by Rail) evaluation and research forward, with or without additional funding from the state. This analysis will bring together public and private stakeholders from Pierce County, Thurston County, and Lewis County in an effort to assess the issues and opportunities presented by an upgrade of the FAR Corridor, and to determine whether additional political pressure to pursue this at the state level is appropriate at this time. Although no additional funding has been provided for this facility analysis, TRPC intends to pursue it as possible in SFY 2003 with existing resources.

Intelligent Transportation Systems

- Developed a regional Intelligent Transportation System architecture, in cooperation with Intercity Transit and transportation providers around the region, including inventory of transportation systems and operations for which various ITS technologies are appropriate, identification of and strategies for overcoming barriers to implementation, and 'early winner' implementation strategies for public transportation. This included extensive work with the consultant team in developing technical papers and reports, and a regional ITS workshop for transportation stakeholders, in order to review findings and proposals being presented in the draft architecture. It also included development of a stand-alone ITS web page and data for the TRPC website to meet the general informational needs of the public and media and policy makers, as well as more detailed technical needs of transportation user groups and stakeholders.
- Conducted on-going research of ITS applications and deployment strategies appropriate to the Thurston region, and presenting viable targets for 'early winner' implementation.
- Developed preliminary policy and procedural guidance for local agencies in implementing ITS projects to ensure compliance with federal guidelines.
- Developed a general information brochure suitable for moving the ITS discussion into policy maker and public arenas.
- Identified ways of completing deployment strategies for additional user groups without an infusion of additional monies by using available staff resources and existing research.
- Coordinated with Intercity Transit and Thurston County Roads and Transportation Services to investigate opportunities for completing a communications strategy with existing funding. Will result in region-wide forum of communications users in SFY 2003 and a strategy for identifying priority projects to pursue.

Public Input to Regional Transportation Planning Process

- Developed a process for citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, and other interested parties with a reasonable opportunity to comment on updates to the RTP and other long range transportation planning issues.
- Reviewed and began refinement of the regional transportation Public Participation Policy to ensure it reflects current thinking on the importance of public education and input, and incorporates changes in technology and outreach tools that have emerged over the last ten years. Review of the draft plan will commence in the second quarter of SFY 2003.
- Received Edward Tufte training on effective communication and presentation of data.

Local / Regional Coordination

- Began coordinating the update of the RTP with local comprehensive plan updates by participating in quarterly meetings of local agency planners and directors.

On-going Consistency Maintenance

- Continued to ensure on-going consistency between local and regional plans by reviewing proposed changes to the land use and transportation elements of local comprehensive plans to ensure that proposed changes did not render the local plans inconsistent with the Regional Transportation Plan, as required under GMA.

Memoranda and Reports

- Prepared various memoranda and reports documenting on-going long range planning activities as described in the work products section, below.

Work Tasks

In addition to its core functions, TRPC:

- Provided on-going public outreach and education opportunities by meeting with media representatives, developing effective web-based materials, coordinating cable television production of forums and events, and doing presentations for community groups.
- Began review and refinement of adopted public process and communication strategies to better support Title VI of the Civil Rights Act and the principles of environmental justice, including an update of the agency's Title VI report which will reflect 2000 census data when it becomes available;
- Responded to public inquiries from media, citizens, community activists, and other organizations;
- Participated in meetings, workshops, and policy roundtables, including the WSDOT-sponsored Context Sensitive Design workshop; the state-sponsored Concurrency Management workshop; the state-sponsored GMA Implementation workshop; the FHWA-sponsored ITS Architecture Development training program; the 2002 Economic Forecast Conference sponsored by the Thurston County Economic Development Council; and the state-sponsored Labor Market Economic Analysis conference.
- Solicited supplemental grant funding to accomplish the region's unfunded priorities.

Work Products

Work products included:

1. Memoranda, and correspondence documenting update efforts for the Regional Transportation Plan, including staff reports and context pieces for the agency web site.
2. Beginnings of a comprehensive overview of long range public transportation issues and opportunities in the Thurston region, and the relationship of those opportunities with the implementation of local land use plans.
3. Refinement of the strategy areas concept identified in the 1998 Regional Transportation Plan by using corridor analysis and different measures of performance to better understand the nature of the mobility and access issues and to identify appropriate measures for inclusion in the 2002-2003 update of the RTP.
4. Analysis, performance measures, operations management strategies, and accessibility strategies for corridors of regional significance, especially where those corridors overlap with strategy area corridors and the tools developed for them. These products will be developed further for inclusion in the 2002-2003 update of the RTP.
5. Analysis and refinement, as necessary, to ensure level of service standards adequately reflect regional mobility constraints. Work in this area will progress during development of the 2002-2003 update of the RTP and will be reflected in its final recommendations.
6. Public education and input opportunities using web-based and traditional materials, forums, open houses, and innovative communication strategies like discussion groups.
7. Early stages of an updated long-range Regional Transportation Plan.
8. Consistency maintenance review process to ensure on-going consistency between local comprehensive plans' transportation elements and the Regional Transportation Plan.
9. Regional ITS (Intelligent Transportation System) architecture and deployment strategy, including correspondence, stakeholder work sessions, recommendations, four technical and policy reports, and informational tools using electronic and traditional formats.
10. Correspondence, technical memoranda, and public education materials in support of the WSDOT development of the Washington Transportation Plan.
11. Ongoing record of inquiries and issues pertaining to regional transportation issues.

Incurred Cost and Funding Sources – Long Range Planning

| | |
|--|----------------|
| FHWA/FTA/WSDOT | \$75,272 |
| TRPC Match for FHWA/FTA/WSDOT Funds | 12,887 |
| State RTPO Funds | 15,889 |
| Regional STP Funds for UPWP Support | 113,641 |
| TRPC Match for STP Funds | 17,736 |
| Funding Support for Long Range Planning Element | 235,425 |

Note: Long range planning funding was augmented by a federal grant and local match to support development of a regional architecture for deployment of Intelligent Transportation System technologies.

DATA DEVELOPMENT & FORECASTING (352)

Purpose

In order to effectively perform the planning functions required by federal and state laws, Thurston Regional Planning Council must develop and maintain regional databases and traffic models. Data and forecasting supports all of the agency's transportation planning efforts, as well as many local and state transportation planning efforts. Reliability of the planning processes is dependent upon the quality of data supporting them.

Core Functions

Household Travel Survey

- Performed on-going analysis of household travel survey data specific to targeted aspects of the travel demand modeling process, and to inquiries generated by local agencies. For example, household travel survey data was used to supplement the city of Olympia's analysis in restructuring the development fee structure in downtown Olympia. It was also used to help validate and calibrate the regional travel demand model.

Integrated Transportation Data

- Development of tools to integrate transportation data collected at local and state levels.
- Converted travel demand model network to an arcview coverage for ease of data analysis and transferability.
- Converted various data sets generated for the new Traffic Analysis Zone structure into shapefiles for use in GIS analysis for different transportation applications.
- Adjusted the 2000 census geographies to more closely correspond to the region's GIS coverages so that the census data could be more easily and accurately integrated with the other regional data sets.
- Researched and evaluated various models and opportunities for further integrating the region's land use data with its transportation modeling data and analysis processes.

Population and Employment Updates

- Geocoded building permit data and used that to perform routine updates to the population and employment databases for the base year.

Land Use Data to Support Transportation Model

- Developed 2000 base-year and 2025 forecast-year population and employment by traffic analysis zone for use in the model.
- Completed conversion of the 2025 land use data into the updated TAZ structure.
- Updated TModel2 to base year 2001 and future year 2007 for use by local jurisdictions and consultants in complying with concurrency management requirements of GMA.

Multi-modal Model Conversion

- Continued the EMME/2 multi-modal conversion process from the old TModel2, focusing primarily on network characteristics and entailing extensive coordination and validation from local jurisdiction transportation staff.
- Edited the 1998 TAZ structure to better accommodate future conditions in fast growing parts of the urban area, especially in the northeast and southeast Lacey Urban growth area. This included addition of new TAZs as well as adjustment of loading points for some existing zones that experienced extensive development in the last several years.
- Updated the EMME/2 model network coordinates with annotation files.
- Attended an advanced methods EMME/2 forecasting conference.

Documentation

- Performed on-going technical documentation of the transportation model development and assumptions.

Regional / State Coordination

- Participated on the WSDOT modeling advisory committee to ensure consistency between regional travel demand forecasting and the Washington Travel Demand Forecasting Framework (WTDF).

Data Analysis

- Performed on-going analysis of I-5/US 101 Origin and Destination Survey data, and 1998 Household Travel Survey data for appropriate application in support of emerging short- and long-range planning needs.
- Researched available data sources for historical and current freight movement within and through the Thurston region. Developed Access data base of 24-hour freight movement counts on I-5 and US 101, and conducted preliminary analysis of data for patterns, trends, and implications relative to non-freight movement on the same facilities.
- Reviewed, analyzed, and commented on the new urbanized area designations proposed by the US Census Bureau, and their impacts on Intercity Transit and the region.

Public Queries

- Responded to technical or data-related inquiries from member jurisdictions, consultants, private developers, and the public.
- Provided GIS coverages of the MPO and regional boundaries to the Bureau of Transportation Statistics.

Air Quality Modeling

- Performed air quality conformity analysis of mobile source particulate matter (PM) pollutants in the Thurston region for use by the Department of Ecology and the Olympic Air Pollution Control Authority.
- Attended a five-day air quality modeling training workshop.

Inter-regional Coordination

- Participated on the WSDOT Modeling Advisory Panel to evaluate proposed highway performance standards for use in the WTP; participated on the King County Modeling Advisory Committee to improve inter-region travel forecasting; and attended (4) Regional Technical Forums sponsored by Puget Sound Regional Council to ensure compatibility and advancement of forecasting methodologies between the two regions.

Work Tasks

In addition to its core functions, TRPC:

- Purchased M2View, a software analysis tool, to perform required technical work and contributed to the cost of a new plotter for the agency;
- Maintained hardware and software required to perform technical work;
- Performed transportation-related data management;
- Provided model training and transition support to member agency staff and their consultants;
- Provided regional travel projections in support of local transportation planning efforts;
- Performed annual refinements to the regional transportation model for GMA concurrency purposes;
- Supported local jurisdictions and Intercity Transit in their efforts to apply the regional transportation database and model to their local planning efforts and interpret the results;
- Coordinated with local government staff and private consultants to ensure consistent interpretation and application of the transportation model.

Work Products

Work products included:

1. Transportation data and metadata structures;
2. Traffic projections and analysis for various transportation alternatives developed as part of selected corridor study efforts, such as delay methodologies evaluated for use in select regional strategy area corridors;
3. Calibrated base- and forecast-year models for use in assessing current and long-range transportation issues and opportunities;
4. Computer generated graphics, plots and maps displaying traffic information and other regional spatial data; and
5. Staff reports and correspondence clarifying and supporting use of the regional transportation model.

Incurred Cost and Funding Sources – Data Development & Forecasting

| | |
|---|----------------|
| FHWA/FTA/WSDOT | \$32,367 |
| TRPC Match for FHWA/FTA/WSDOT Funds | 5,751 |
| State RTPPO Funds | 7,062 |
| Regional STP Funds for UPWP Support | 77,402 |
| TRPC Match for STP Funds | 12,080 |
| Funding Support for Data Development & Forecasting Element | 134,662 |

PROGRAM ADMINISTRATION (353)**Purpose**

Thurston Regional Planning Council must conduct federal and state mandated program administration requirements. Program administration functions are those which must be performed in order to maintain the other transportation planning elements identified in this UPWP. Program administration functions also include meetings, training, management, and necessary communication support needed to perform the other three work elements.

Core Functions**Unified Planning Work Program**

- Developed the SFY 2003 Unified Planning Work Program, including policy maker input into program elements and priorities, refinement of format to facilitate understanding of the UPWP by policy makers and citizens, and review with FHWA, FTA, and WSDOT.
- Processed two amendments to the SFY 2002 Unified Planning Work Program.
- Developed the year end annual report for SFY 2002 UPWP.

Program Management

- Performed general program management and supervisory functions.
- Provided maintenance support for agency network and plotter, and oversight to ensure coordination between transportation technical needs and overall TRPC agency needs.

TAC and TPB – Program Support

- Provided program support for (16) Technical Advisory Committee, (11) Transportation Policy Board, and (12) Thurston Regional Planning Council meetings. Program support includes organization of meeting agendas; preparation and mailout of meeting packets; and recording and transcription of meeting minutes. Also includes support to the Chairs of Technical Advisory Committee and Transportation Policy Board in facilitating the work program and agenda.
- Updated materials and provided orientation to three new TPB members.

TAC and TPB – Management Support

- Provided management support and oversight for Technical Advisory Committee and Transportation Policy Board meetings.

Accounting

- Performed accounting activities, including program accounting, financial documentation, and development of annual Indirect Cost plan.

Technical and Professional Memberships

- Maintained technical and professional magazine subscriptions necessary to support transportation program functions, and maintained association membership dues for the American Metropolitan Planning Association (AMPO).

Website Maintenance

- Contributed to a major overhaul of the TRPC agency website to enhance its appearance and functionality, including consulting support and operating software.
- Provided on-going general website support.

Staff Recruitment and Development

- Recruited and oriented one associate transportation planner.
- Provided on-going implementation of professional and team development strategies, including efforts promoting effective integration of transportation and other agency functions.

Budgeting and Staffing

- Developed a 2002 calendar year budget and staffing patterns.

Work Tasks

In addition to its core functions, TRPC:

- Coordinated with federal, state and local agencies;
- Provided for attendance at professional development conferences and seminars, such as the AMPO National Convention, Rail-Volution, and the FHWA-sponsored Overview of the Metropolitan Planning Organization Process.
- Provided training and other necessary staff development specific to emerging project needs;
- Conducted regular staff meetings; and
- Monitored and adjusted the budget as necessary.

Work Products

Work products included:

1. SFY 2003 Unified Planning Work Program;
2. Calendar year 2002 budget and staffing pattern;
3. Staff reports and agenda mailout packets for the Technical Advisory Committee, Transportation Policy Board, and Thurston Regional Planning Council.
4. Weekly staff meetings to ensure consistency and coordination of multiple tasks and functions;
5. Enhanced experience and perspective generated by attendance at training seminars and conferences;
6. Monthly accounting summaries by funding code;
7. Annual Indirect Cost plan; and
8. Annual report for the FY 2002 Unified Planning Work Program, and two amendments.

Incurred Cost and Funding Sources – Program Administration

| | |
|---|----------------|
| FHWA/FTA/WSDOT | \$32,425 |
| TRPC Match for FHWA/FTA/WSDOT Funds | 5,692 |
| State RTPO Funds | 7,033 |
| Regional STP Funds for UPWP Support | 60,150 |
| TRPC Match for STP Funds | 9,388 |
| Funding Support for Program Administration Element | 114,688 |

**THURSTON REGIONAL PLANNING COUNCIL
SFY 2002 UNIFIED PLANNING WORK PROGRAM
JULY 1, 2001 – JUNE 30, 2002**

| Work Element | Consolidated | | | RTPO | STP/UPWP Support | | | Total Expenditure |
|--------------------------------|--------------|------------|----------------------|----------|------------------|--------------|----------------------|-------------------|
| | Total | FHWA / FTA | TRPC Match 14.95% | | Total | Regional STP | TRPC Match 13.50% | |
| Short Range Planning | \$28,589 | \$24,280 | \$4,309 | \$5,296 | \$69,075 | \$59,750 | \$9,325 | \$102,960 |
| Long Range Planning | 88,159 | 75,272 | 12,887 | 15,889 | 131,377 | 113,641 | 17,736 | 235,425 |
| Data Development & Forecasting | 38,118 | 32,367 | 5,751 | 7,062 | 89,482 | 77,402 | 12,080 | 134,662 |
| Program Administration | 38,117 | 32,425 | 5,692 | 7,033 | 69,538 | 60,150 | 9,388 | 114,688 |
| Totals | \$192,983 | \$164,344 | \$28,639 | \$35,280 | \$359,472 | \$310,944 | \$48,529 | \$587,735 |

FHWA Federal Highway Administration
 FTA Federal Transit Administration
 PL Planning Law Funds
 RTPO Regional Transportation Planning Organization

SFY State Fiscal Year
 STP Surface Transportation Program
 TRPC Thurston Regional Planning Council
 WSDOT Washington State Dept. of Transportation

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THURSTON REGIONAL PLANNING COUNCIL MEMBERSHIP

City of Lacey
City of Olympia
City of Rainier
City of Tenino
City of Tumwater
City of Yelm
Town of Bucoda
Thurston County
Nisqually Indian Tribe
Confederated Tribes of the Chehalis Reservation
Port of Olympia
Intercity Transit
North Thurston Public Schools
Griffin School District
Thurston Conservation District
Timberland Regional Library

Transportation Policy Board Membership (Active*)

City of Lacey
City of Olympia
City of Tenino
City of Tumwater
City of Yelm
Thurston County
Port of Olympia
Intercity Transit
Washington State Department of Transportation, Olympic Region
Washington State Department of General Administration
Providence St. Peter Hospital
(2) Citizen Advisors

Technical Advisory Committee (Active*)

City of Lacey
City of Olympia
City of Tumwater
City of Yelm
Thurston County
Intercity Transit
WSDOT, Olympic Region
WSDOT, Highways and Local Programs

Note: All TRPC member jurisdictions are encouraged to participate on the TPB and the TAC. Active membership denotes those jurisdictions that do participate.

